

Minutes (Draft)
Mead Public Library
Board of Trustees
March 22, 2012

The meeting of the Mead Public Library Board of Trustees was held on Thursday, March 22, 2012 in the Josephine Rocca Meeting room. Present Board of Trustee members were: Ms. Quinn, presiding; Ms. Montemayor, Mr. Zylman, Ms. Wortche, Mrs. Segalle, Ald. Sampson, Mrs. Johnson, and Mr. Stauber Soik. Absent Board member: Mr. Nelson. Staff members present: Ms. Mueller, Ms. Winkle, and Mr. Zehfus.

1. Quinn called the meeting to order at 3:45 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance.
3. There was no public comment.
4. Montemayor **moved** to approve the minutes of February 23, 2012. Segalle **seconded** the motion. The motion **passed**.

5. Correspondence, announcements and Common Council referrals

There were no announcements or Common Council referrals to report.

6. Committee Reports

1. Finance Committee. Zylman reported on the March 2 and March 22 meetings.
2. Zylman began review and possible modification on the merit pay plan adopted effective 1/2012. The Finance Committee had forwarded the matter without recommendation. Zylman offered a motion to modify the budget in order to implement the merit plan. Johnson **moved** to divide the question. **Seconded** by Segalle. On roll call vote the motion to divide the question **failed**: voting yes: Johnson, Sampson, Segalle, and Stauber Soik. Voting no: Montemayor, Quinn, Wortche and Zylman.

By consensus Item 6-C was then brought forward.

C. Human Resources Committee

1. Montemayor reported on the Human Resources Committee meeting of March 22nd. Montemayor **moved** Board approval of the Committee recommendation to implement the merit increase component of the merit pay plan as a 1% increase effective January 2012 and an additional increase of 1% effective mid-year 2012 to reflect earlier Board

action on the merit bonus implementation with both mirroring the City of Sheboygan 2012 merit pay implementation. **Seconded** by Wortche. On roll call vote the motion **passed**. Voting yes: Johnson, Montemayor, Quinn, Stauber Soik, Wortche and Zylman. Voting no: Sampson and Segalle.

2. (continued) Zylman **moved** to modify the 2012 Budget, funding the merit bonus from unreserved fund balance and the merit increase from the operational budget. **Seconded** by Montemayor. On roll call vote, the motion **passed**. Voting yes: Montemayor, Quinn, Stauber Soik, Wortche and Zylman. Voting no: Johnson, Sampson and Segalle.

3. Zylman began review and possible action regarding 2011 year-end fund balance transfers and amending the 2012 budget. Zylman **moved** to transfer \$12,850 from the 2012 Natural Gas account to cover the merit pay increases. **Seconded** by Montemayor. The motion **passed**. Zylman **moved** to re-appropriate \$21,740 from the 2011 year-end fund balance to fund merit bonus implementation. Montemayor **seconded**. On roll call vote, the motion **passed**. Voting yes: Segalle, Montemayor, Quinn, Stauber Soik, Wortche and Zylman. Voting no: Sampson and Johnson.

4. 2013 Budget Development. Zehfus asked members to review the handout of 2013 Budget Discussion Points. He indicated that a meeting is scheduled in March with City Chief Administrative Officer James Amodeo for further discussion. Zylman made a **motion** to accept the report. It was **seconded** by Johnson. The motion **passed**.

5. Children's Book Festival 2013. Zylman told the members that the Steering Committee for the Children's Book Festival is requesting that the Mead Public Library become the fiscal agent for the event. Zylman **moved** that the Children's Book Festival Steering Committee seek other organizations first that might wish to act as the event's fiscal agent. Johnson **seconded** the motion. The motion **passed**.

B. Financial Reports

1. Zylman **moved** to approve payment of current expenditures, including payroll and recurring expenditures. The motion was **seconded** by Sampson. The motion **passed**.
2. Zehfus reviewed the 2012 budget status report.
3. Zehfus introduced one line item transfer. Montemayor **moved** to approve the line item transfer. Sampson **seconded**. **Passed**.
4. Zehfus distributed a Donations Investment spreadsheet, Everhard/Forrer 850 Fund report, and Accounts Payable report for review.

C. Moved ahead and recorded above.

7. Johnson **moved** to reschedule the Board of Trustees meeting from June 28 to June 21. Segalle **seconded.** **Passed.**
8. Quinn referred to the handout of the proposed revision of the charge to the *ad hoc* Building Committee. Montemayor **moved** to refer a review of current unsupervised public spaces at the library to the *ad hoc* Building Committee. **Seconded** by Sampson. The motion **passed.**

9. Director's Report

- A. Winkle distributed the final version of the Mead Public Library Initiatives for 2012.
- B. Winkle reported two exclusions from the library. The exclusion of minors has been adjusted to ten days with prior notice prior to the start of the exclusion period in order to inform parents of children restricted from the library. This also simplifies the process regarding notice and follow through as no public hearing is required for exclusions of ten days or less.
- C. Statistics Reporting. Winkle gave background on how monthly, semi-annual, and annual library statistics will be reported effective 2012. A staffing agency placement developed an Excel reporting format designed to integrate with the extant Excel spreadsheets used for statistics recording and computation.

Winkle also distributed and discussed the multi-year circulation data table prepared by Eastern Shores Library System. It reflects the trend in circulation volumes that tracks with the economic downturn and prolonged recovery. Although circulations at Mead decreased in 2011 compared with recent prior years, they are 5.8% above the 2007 level.

10. Liaison Reports

- A. No Eastern Shores Library System report because Nelson was not present.
- B. Foundation. Quinn reminded members that Sheri Murphy is participating in the Movers and Shakers Gala at Lakeland College. Mead Public Library will be a recipient of funds from this event. Quinn encouraged purchasing a \$20 vote for Murphy through the event's website, moversandshakersgala.org.
- C. Friends of Mead Public Library. Winkle reported that the Friends are reporting increased sales since relocating the Friends ongoing book sale space. Income for February is the highest to date. Winkle expressed appreciation to the Friends' members for their efforts on our behalf. Quinn suggested that members of the board donate used books to the Friends organization. Nancy Lewis announced from the audience that the next monthly sale in the Book Store is scheduled for Saturday, March 24.

11. Montemayor excused herself from the meeting at 4:45 p.m. Sampson **moved** to adjourn. Segalle **seconded**. The motion **passed**. Quinn adjourned the meeting at 4:50 p.m.